**Volunteer Recruitment Letter/Email**

[School logo]

[School address]

[Date]

Dear [name of organization],

[High school name] is pleased to announce its participation in Florida’s College Decision Day. This statewide and national initiative celebrates seniors for their postsecondary plans. It also encourages younger students and families to prepare early for college. College Decision Day is held annually on or around May 1. This coincides with the date most seniors must inform a college of their plans to enroll.

College Decision Day is inspired by the NCAA’s National Signing Day. NCAA’s National Signing Day is when high school seniors sign a letter of intent to play sports at a specific college. Traditionally, players participate in press conferences to announce their intentions. College Decision Day reinforces that excellence in academics should be just as celebrated as excellence in athletics by celebrating all students’ postsecondary plans.

We will be hosting our event on [date and time] and welcome representatives from [name of organization] to visit our school during this exciting and important time. Volunteers can greet and sign-in students, hands out prizes, set up, clean up, or manage the food and beverage table [tweak this sentence to fit your volunteer needs]. Our students would appreciate your help and support as they announce their postsecondary plans.

If you or any of your colleagues at [name of organization] are interested in working with [name of high school] in any capacity, please contact me at [site coordinator information].

Thank you!

[Site coordinator name]  
[Site coordinator title]  
[Contact info]

**Volunteer Thank You Letter**

[School logo]

[School address]

[Date]

Dear [volunteer’s name],

On behalf of [name of your high school], I would like to personally thank you for volunteering your time at our College Decision Day event. This event could not have been a success without your help and the help of many others.

During College Decision Day, we recognized [number of seniors] of our seniors for their postsecondary plans. Our seniors are one step closer to actualizing their dreams of attending college!

[Summarize events or include any press coverage]

Once again, [name of your high school] thanks you for your efforts and contribution of time at College Decision Day! We hope to see you at our event next year.

Sincerely,

[Site coordinator name]  
[Site coordinator title]  
[Contact info]